



**Acquisition Career Management Workshop 16-18
September 2003**

**Acquisition Logistics and Technology Workforce
Facility Engineer Workforce Assimilation**

ACQUISITION SUPPORT CENTER
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Officer

FE Implementation Requirement

- OSD (AT&L) memo Apr 2001 tasked the Services and Defense Agencies to assimilate all new personnel captured under the Redefined Acquisition Workforce (RAWF)
 - “Assimilation” - coding acquisition positions in the manpower and personnel data systems
- Timeline for newly created career fields: within 6 months of the publication of the position category descriptions and career development standards

FE, Sustainment Logistics, S&T career track

Acquisition Career Fields

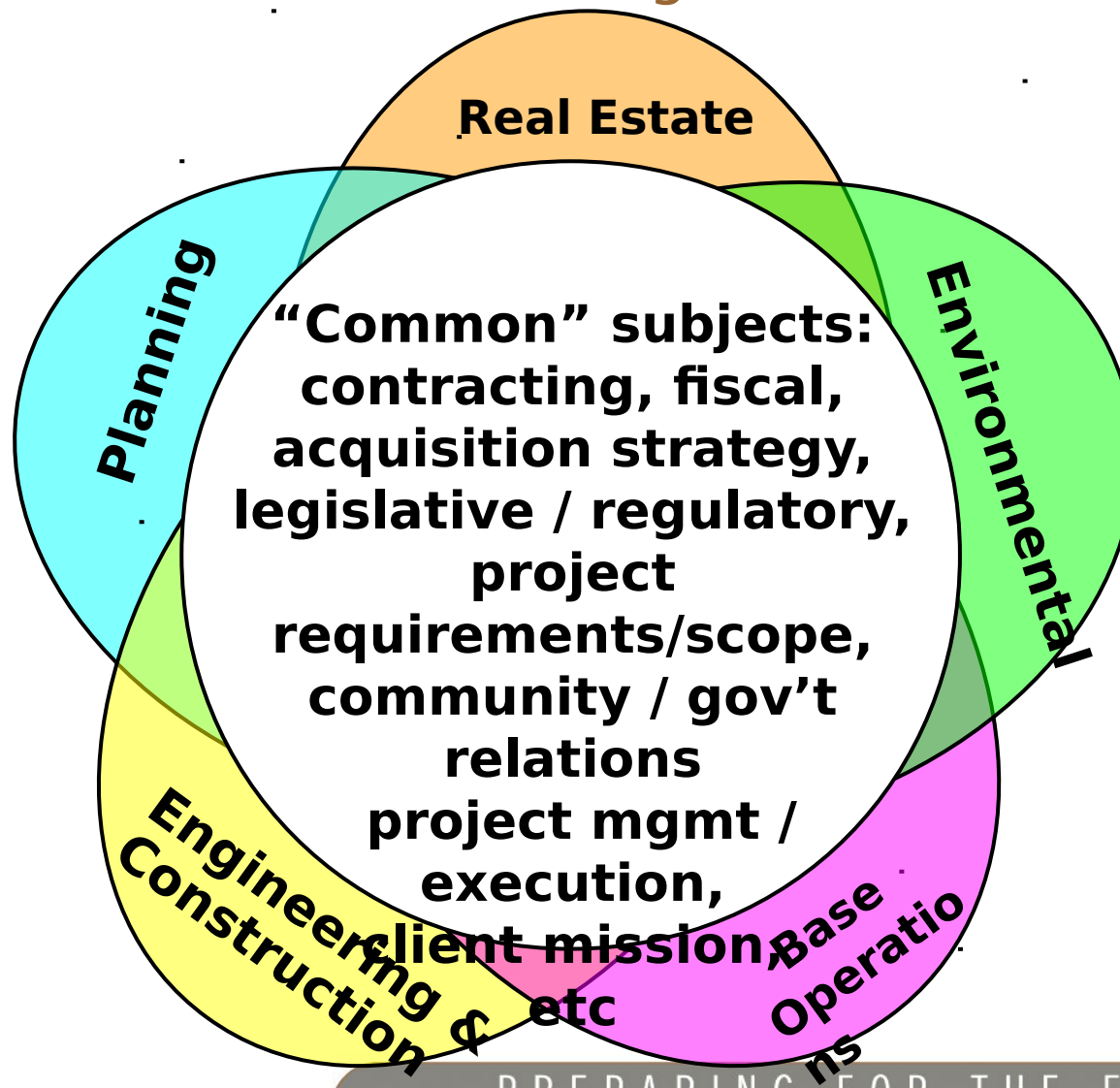
- Auditing
- Business, Cost Estimating and Financial Management
- Contracting
- Facilities Engineering
- Industrial/Contract Property Management
- Information Technology (formerly Communications-Computer Systems)
- Manufacturing, Production, & Quality Assurance
- Program Management
- Purchasing
- Life Cycle Logistics
- System Planning, Research Development & Engineering (SPRDE) & S & T
- Test and Evaluation

FE Career Field Definition

(Approved by OUSD

(A, T&L))
The Facilities Engineering Career Field encompasses a variety of professional individuals with diverse skills focused on the **design, construction, and life-cycle maintenance of military installations, facilities, civil works projects, airfields, roadways, and ocean facilities.** It involves all facets of life cycle management from planning through disposal, including **design, construction, environmental protection, base operations and support, housing, real estate, and real property maintenance.** Additional duties include advising or assisting Commanders, and acting as or advising program managers and other officials as necessary in executing all aspects of their responsibilities for facility management and the mitigation/elimination of environmental impact in direct support of the Defense Acquisition process.

Five FE Knowledge Areas



Facilities Engineer Assimilation

- Why are we doing this?
 - Compliance with law
 - Improved workforce qualifications
 - Consistent with rest of DOD
- Do they have a choice?
 - Whether to participate? *No*
 - Which positions to include? *Yes, within reason*
- What are the effects?
 - Added position requirements
 - Added training – certification and continuing learning
 - Some controls on personnel reassignment

Who is Actually Affected

- All positions that are considered “acquisition”
- DoD 5000.52M “Acquisition Career Development Program”
 - New FE Appendix “Position Category Description”
 - Civilian series:
 - 0018, 0020, 0028, 0193, 0340, 04XX, 0690, 08XX, 1008, 1170/1, and 13XX.
 - Does not automatically include all possible “xx” specialties
 - A few other series also may be appropriate
- Affects only civ positions coded as “acquisition”
- Officers will not be Assimilated at this time
- Excludes WG and enlisted personnel

FE Functional Area Certification

- Level I:
 - Courses: ACQ 101 required
 - Degree: Desired Baccalaureate in certain fields
 - Experience: 1 year FE acquisition experience
- Level II:
 - Courses: FE 201 required
 - Desired: Another DAU level 1 or 2 course
 - Degree: Desired Baccalaureate in certain fields
 - Desired: 9 semester hours “business”
 - Experience: 2 years FE acquisition experience; 2 more desired
- Level III:
 - Courses: FE 301 required
 - Desired: Other DAU level 2 or 3 courses
 - Degree: Desired Baccalaureate in certain fields
 - Desired: Advanced degree
 - Desired: 12 semester hours “business”
 - Experience: 4 years FE acquisition experience; 4 more desired

Facilities Engineering Career Field

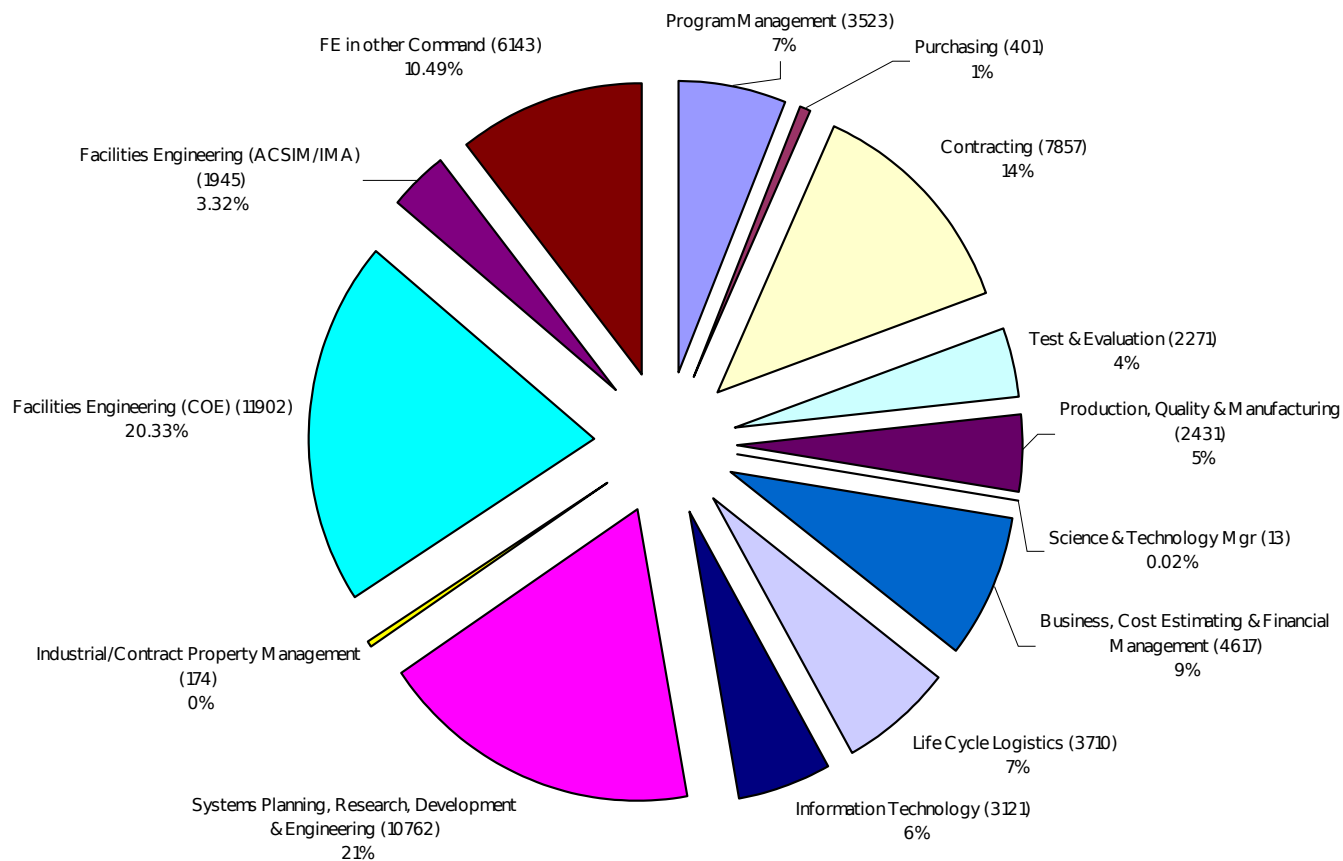
Implementation Schedule

- Develop overall plan & schedule
Flexible
- Obtain “Code” for participants
Done (“F”)
- FECF Courses
 - ACQ 101 “module” inputs for Facilities
Done
 - Deploy modified course
Done
 - FE 201 course deployment
Oct FY04
 - FE 301 course objectives – identify & develop
CY04
 - Course deployment
1st Qtr FY05
 - Determine Continuous Learning courses
AETE
- AET&CD issue “Assimilation Direction”
27 Sep 02
 - 5000.52M “career path” annex
- Army-specific “assimilation guidance” (DACM)
Aug 03
- Assimilation (identification & coding) target
Apr 03*
 - COE assimilation complete
Nov 03
 - ACSIM/IMA assimilation complete
FY 04

Next Steps

- Army Acquisition Guidance/Tasker to MACOM(s) to identify proposed FE positions
Completed: 8 AUG 03
- COE, ACSIM & IMA Staff develop Tailored Guidance (Cover Letter)
Complete: TBD
- COE, ACSIM/IMA Field Commands begin position designation scrub
Complete: TBD
- COE, ACSIM & IMA Staff review proposed FE positions
Discuss results
Complete: TBD
- COE, ACSIM & IMA code positions and personnel
Complete: TBD
- COE, ACSIM & IMA Staff Consolidate Command response to ASC SFAE-FS-IM
Complete: TBD
- ALL Begin Post Assimilation Task(s) & Certification Training
Complete: Continuing Cycle

***Army Acquisition Workforce (Civilians only) Career Field Breakout
After Assimilation of New Functional Areas
(58550 total) as of 9/3/03***



Leadership Challenge

“A leaders job often includes changing the attitudes and behavior of the people we support and lead”

BACK-UPS

Acquisition Position Duties

- Duties involve establishing and/or enforcing policies and practices that govern acquisitions
 - Documenting mission needs and establishing performance goals and baselines
 - Determining and prioritizing resource requirements for acquisition programs
 - Planning and executing acquisition programs
 - Directing and controlling the acquisition review process
 - Developing and assessing logistics implications for acquisition strategies and programs
 - Monitoring the execution status of approved programs
 - Reporting to Congress

Determining FE Positions

- **Facilities Management**

Typical Duties: Manages the workforce, materials, equipment, and contracts necessary to sustain installation real property. Skills require capabilities in planning, programming, design, scheduling, procuring, and executing real property maintenance, repair, minor construction of facilities and uninterrupted operation and distribution of utility systems. In addition, responsibilities may include providing guidance, counsel and direction to both Government forces and contract managers and technicians on a routine basis. Requires knowledge in budget formulation, budget execution, costing and performance metrics, material acquisition and management, and contract administration. The incumbent is also responsible for support services, which are programs responsible to protect the health, welfare, and safety of installation personnel. Typical support services include fire and emergency services, refuse collection and recycling, custodial, entomological, and snow and ice removal.

Determining FE Positions Cont'd

- Currently Only civilian positions are eligible
 - Number will not be known until positions are coded
 - Issues: Which positions? What certification level?
- Five sub-areas within FE
 - Planning
 - Engineering & construction
 - Installation & support (facility mgmt)
 - Real estate
 - Environmental
 - Facilities-related
 - Weapon systems acquisition

Determining FE Positions (Facilities Management)

■ ***Representative Job Titles:***

Facility Manager
Maintenance Director
Director Civil Engineering
Director of Public Works
Business Manager
Director Facility Engineering
Maintenance Control
Director
O&M Chief

Maintenance Engineer
Civil Engineer
Industrial Engineer
Chief of Utilities
Chief of Work Management
Facilities Support Director
Facilities Support Contract
Manager
Quality Assurance
Representative

Determining FE Positions Cont'd

■ **Engineering and Construction**

Typical Duties: Plan, organize, direct, monitor, manage, oversee, and perform analysis, criteria development, research, engineering and construction management activities related to life cycle facilities acquisition. Duties may require identification, establishment, organization, or implementation of facility acquisition objectives and policies, developing specifications and criteria, performing cost engineering, establishing project and program budgets, accomplishing design and engineering services in-house or by contract, program/project management, contract administration, and construction management. Additional duties include acquisition strategy development and technical source selection.

Determining FE Positions (Engineering Construction)

■ **Representative Job**

Titles:

Area Engineer	Cost Engineer	Fire Protection Engineer
Resident Engineer	Specification Writer	Landscape Architect
Project Engineer	Criteria Developer	Surveyor
Design Engineer	Director Public Works	Interior Designer/Space Planner
Contract Administrator	Quality Assurance Mgr	Construction Scheduler
Project Mgr	Safety Engineers	Ocean Engineer
Program Mgr	Construction Safety Engineers	Hyperbaric Engineer
Chief Engineer	Value Engineers	Materials Engineer
Program Analyst	Mechanical Engineer	Weight Handling Engineers
Chief of Construction	Civil Engineer	Engineering Technicians
Construction Engineers	Geotechnical Engineer	Construction Representatives
Construction Manager	Structural Engineer	
Architect	Electrical Engineer	
Chief Architect		

Determining FE Positions Cont'd

■ **Real Estate**

Typical Duties: Plan, organize, monitor and manage real estate activities and issue, execute, manage, renew, supplement, oversee, or revoke real estate documents. Duties may require identification, establishment, organization or implementing of real estate objectives and policies, and establishing policies and procedures. Real Estate actions cover appraisals to determine value, cartography, including mapping, drafting and interpreting real estate legal descriptions; acquisition of facilities, lands or lesser interest in land; use of land by non-DOD entities, management of title and unauthorized use; and disposal of Government-owned or controlled real property as Congressionally authorized.

Determining FE Positions

(Real Estate)

■ ***Representative Job Titles:***

Realty Specialist

Realty Officers

Realty Clerks

Document Examiner

Cartographic Technician

Land Surveyor

Appraiser

Review Appraiser

Staff Appraiser

Chief Appraiser

Director of Real Estate

Chief/Director of Real Estate (field office)

Supervisory Positions within Real Estate element, such as Branch or Section Chiefs, Team Leaders

Forester.

Chief, Management and Disposal Branch

Chief, Acquisition Branch

Determining FE Positions Cont'd

■ **Environmental**

Typical Duties: Manages, supervises, performs, or develops policy and procedures for an environmental program or a sub-program. Duties may be broad or focused, and may be line or staff in nature. Environmental programs include:

- • Environmental compliance, including assessing the compliance with air, water, solid waste, hazardous waste and other environmental regulations. Developing needed actions to correct environmental deficiencies. Reporting and advising on overall compliance status.
- • Environmental restoration, including assessing historical releases of environmental contaminants, determining the risk and requirements for corrective actions, selecting remedies, implementing cleanups, and operating remedial action systems.
- • Natural and cultural resources, including inventorying natural and cultural resources, developing integrated natural and cultural resource management plans, implementing these plans.
- • Pollution prevention, including seeking alternative approaches for environmental compliance through process changes. Also includes recycling and affirmative procurement.
- • Environmental planning, including integration of environmental programs with the defense mission can compliance with NEPA.

All programs include developing and providing environmental training, reporting to higher levels, and outreach to the public.

Determining FE Positions (Environmental)

■ ***Representative Job Titles:***

Environmental Engineer
Environmental Protection
Specialist
Environmental Program
Manager
Environmental Scientist
Environmental Planner
Environmental Manager
Physical Scientist

Biologist
Chemist
Geologist
Remedial Project manager
Natural Resource program
manager
Cultural Resource manager
Archeologist

Determining FE Positions Cont'd

■ **Planning**

Typical Duties: Duties include global/theater planning, regional planning, long range planning, special studies, and base or installation planning. These duties may require expertise in environmental planning (e.g., National Environmental Policy Act; NEPA), functional/operational planning, Air Installation Compatible Use Zones (AICUZ)/air space planning, encroachment planning, facilities planning for weapon systems, and traditional planning. Traditional planning includes but isn't limited to scenario planning, land use planning, requirements generation, facilities planning (small area planning), transportation planning, demographic analysis, constraints analysis and serving as political/community liaison. Planning interfaces with design and construction through the MILCON documentation and facilities planning processes. Planning interfaces with the real property function in areas such as Geographic Information Systems applications and managing the assets/real property database.

Determining FE Positions (Planning)

- ***Representative Job Titles:***

Programmer Installation
Planner

Facility Planner

Command Planner

Regional Planner

Master Planner

Programmer

Requirements Planner

Environmental Planner

Archeologist

Encroachment Planner

General Engineer

Transportation Planner

Water Resources Planner

Determining FE Positions Cont'd

- **Construction Acquisition** **The construction acquisition workforce is comprised of individuals in Career Program 18, Engineers and Scientists (Resources and Construction) that are directly involved in the administration of construction contracts.**

Positions designated as construction acquisition should have duties substantially involving the listed activities (Next Slide). Typically, these positions include those individuals with construction administrative contracting officer (ACO) responsibilities and a “feeder group” of lower graded and less experienced individuals. This “feeder group” comprises positions that provide experience in construction contract administration and offer opportunity for mandatory Defense Acquisition University (DAU) contracting training course attendance. Individuals in the feeder group would normally have a career progression through positions of increasing responsibility in construction contract administration eventually leading to warranted Resident and Area Engineer positions.

For that reason feeder group positions require education standards and experience that contribute to and allow qualification to attain professional registration.

Determining FE Positions (Construction Acquisition)

- ***Representative Job Titles:***
- **Area and Resident Engineers and Deputies/Assistants**
- **Office Engineer**
- **Contract Administration Engineer**
- **Project Engineer**

Sample Position Template 1

- **MACOM MILCON Program Manager:**
 - Typically GS-13/14 civilian engineer or architect (08xx), one of the listed series
 - Duties involve design and construction of new facilities
 - Duties involve executing acquisition program and monitoring status
 - Majority of duties are in FE acquisition
- The position meets all the criteria, therefore should be coded FE, Certification level 3

Sample Position Template 2

- Installation electrical system journeyman (WG10)
 - Position is not in listed series
 - Duties involve sustainment of facilities
 - Duties mostly hands-on, but may involve review/inspection of acquisition projects
 - Majority of duties are not in FE acquisition
- Position does NOT meet all criteria, therefore should not be coded FE

New Acquisition Workforce Members Where to Start?

Once positions are assimilated incumbents should pursue their certification

- Understand Certification Requirements
- Develop Individual Development Plans (IDPs)
- Develop Acquisition Career Record Briefs (ACRBs)
- Ensure Appropriate Position Descriptions/PRDs
- Attain Continuous Learning Standard
- Pursue Corps Eligibility
- Pursue Army Acquisition Corps Membership
- For detailed information on the topics listed above and more contact your local Acquisition Career Managers. Acquisition Career Managers (ACMs) for your region are found at <http://asc.rdaia.armymil/contact/acms.cfm>

Appropriate Position Descriptions/PRDs

- **Update Position Descriptions/Position**
- **Requirements Document (PRD):**
 - **Critical Acquisition Positions must state:**

“This is a critical acquisition position. Unless specifically waived by the Appropriate Army official, the following are statutory requirements (reference: 10 USC 1732-1737)”
 - **Selectee must be an Acquisition Corps (AC) member at the time of permanent selection for the position or have been granted a waiver.**

Appropriate Position Descriptions/PRDs (Cont'd)

- Selectee must execute, as a condition of employment, a written agreement to remain in Federal Service in this position for at least 3 years . In signing such an agreement, the employee does not forfeit any employment rights, nor does such an agreement alter any other terms or conditions of employment.”
- Noncritical Acquisition Positions must state: “The employee must meet DOD 5000.52-M requirement applicable to the duties of the position.”

Army Acquisition Corps (AAC) Requirements

- GS-14 or above AL&TWF member with Training completed through Level II in ANY Acquisition Career Field.
- GS-13 or above AL&TWF member with CE status and Certified at Level III.
- Four years of acquisition experience.
- Sign mobility and tenure agreements, where applicable.
- Possess:
 - Baccalaureate degree from accredited university AND
 - 24 semester credit hours in business related disciplines OR
 - 24 semester credit hours in career field AND 12 semester credit hours in business related disciplines.
 - OR had at least 10 years of acquisition experience as of October 1, 1991.
 - OR Served in an acquisition position on October 1, 1991, but had less than 10 years experience and at least 24 semester hours in business disciplines

Waivers

- **Tenure Waiver**
 - Approval Authority: DACM (Dir Acq Career Mgt)
 - Allows reassignment before three year CAP commitment
- **Critical Acquisition Position Waiver**
 - Approval Authority: DACM
 - Allows non-Corps eligible individual to occupy a CAP, but does not grant Corps membership
- **Position Certification Waiver (?)**
 - Approval Authority: (?) (For Non CAP)
MACOM (For CAPs)
 - Extends 18 month grace period for position certification

Army Assimilation Guidance

ASA(A,L&T) 8 Aug 03

- Result of Intra-Army IPT Effort
- Levels 1 & 2 (GS 12 and below) first; Level 3 Next FY
- Inclusive Approach Advocated
- Positions Based on GS Series and Duties
- USACE Specific Guidance being Staffed
- USACE Will Scrub Position Data
- ACSIM & IMA Working Group to Develop Schedule
- ASC to Coordinate with other MACOM(s)
- Local Unions Must be Advised
- Not a One-time Process

USACE Supplemental Guidance

- Follows Army's Inclusive Approach
- All Funding Types (OMA, CW, Reim.)
- FECF Workforce Includes CP-18 Plus Real Estate and PM
- Except for Series 802 & 809 Construction Stays in Contracting Career Field with FECF as Secondary
- MSCs Will Manage Districts' Process (Scrub)
- Target Completion Date Moved to 1 Nov 2003

Post Assimilation

- Establish IDP by March 31, 2004
- Update Acquisition Career Record Brief (ACRB) by May 31, 2004
- Apply for DAU Training; Must have IDP and Current ACRB to Access
- Become Certified Within 36 Months
- Update Position Descriptions (PD)/Position Requirements Document (PDR)
- ACSIM, IMA & Other MACOM(s) 6 Mo(s) from Assimilation Date